Software's User Manual

CRCD Management System

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1. Introduction

1.1 System Overview

Time Trex :

TimeTrex is a complete web-based payroll and time management suite which offers employee scheduling, time & attendance (timeclock, timesheet), job costing, invoicing and payroll all in tightly integrated package.

The following features are taken care by Time Trex:

- Time and attendance
- Job costing
- Payroll
- Scheduling
- Time clock
- Timesheet

Inventory Management System:

Inventory management is the process of efficiently overseeing the constant flow of units into and out of an existing inventory. Inventory management is not limited to documenting the delivery of raw materials and the movement of those materials into operational process. The movement of those materials as they go through the various stages of the operation is also important. Typically known as a goods or work in progress inventory, tracking materials as they are used to create finished goods also helps to identify the need to adjust ordering amounts before the raw materials inventory gets dangerously low or is inflated to an unfavorable level. Inventory management has to do with keeping accurate records of finished goods that are ready for shipment.

2. Operational Procedures

After successfully installing everything mentioned in the Section 2 of System Administrative Manual, the following steps must be followed in order to see the working system.

Step 1: Enter the following login credentials in order to access the **Administrator account**:

Username :	**admin1**
Password :	**team11**

Note: The above mentioned login credentials can be treated as a default username and password. In order to create a new administrator username and password, please refer to the "***Section 5: Appendix*** " of the Manual.

Figure (1): Login Screen

Step 2: Press the Login button.The following webpage(Figure(2)) can be seen with two options available which looks like as follows:

a) Timetrex
b) Inventory Management System

Figure (2): Screen Showing two Systems

2.1 Timetrex

This section will explain all the necessary steps required to see the proper functionality of the Timetrex system. Since “Timetrex” has been selected from Figure (2), the following page (Figure (4)) will appear. This page is the main Menu page as far as Timetrex is concerned.

TimeTrex's primary navigation method is the drop down menu bar along the top of the screen. A brief example shown in Figure (4) will familiarize you with the navigation flow system of the Timetrex.
For example, when you see the following line:

Menu: Admin → Company →Company Information

in this document, it is explaining how to find the specific item in the menu.
In the above example it would mean clicking “Admin" in the menu bar along the top, then when the menu drops down, click on “Company" and then finally click on Company Information.

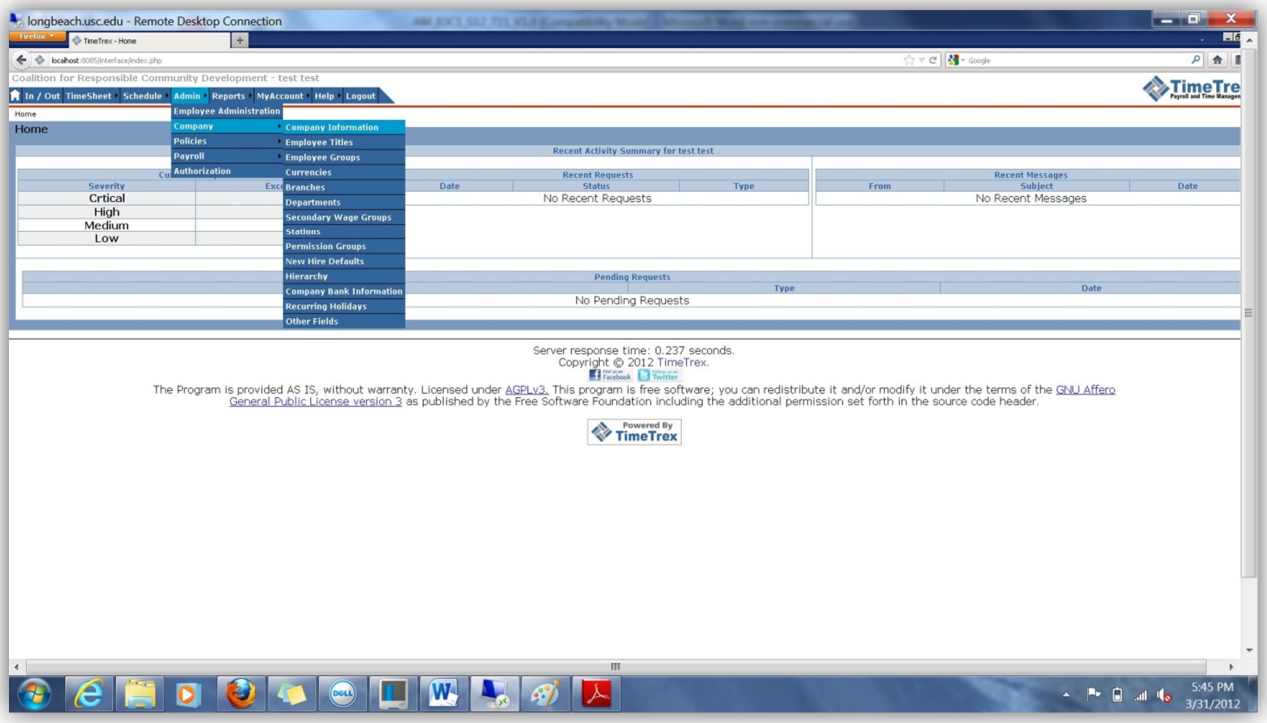

Figure 3: Timetrex Employee Administration

The secondary navigation method is the “breadcrumb" bar slightly below the drop down menu. With each page you visit, TimeTrex drops a "breadcrumb" and the breadcrumb bar displays the last 5 breadcrumbs that you have dropped. This allows you to very quickly switch back and forth between pages by simply clicking on the page in the breadcrumb bar. For example, refer to Figure 5 shown below:

A typical breadcrumb bar looks like :

Home → Edit Employee

The above navigation flow is depicted in Figure 5 and is encircled with red color.

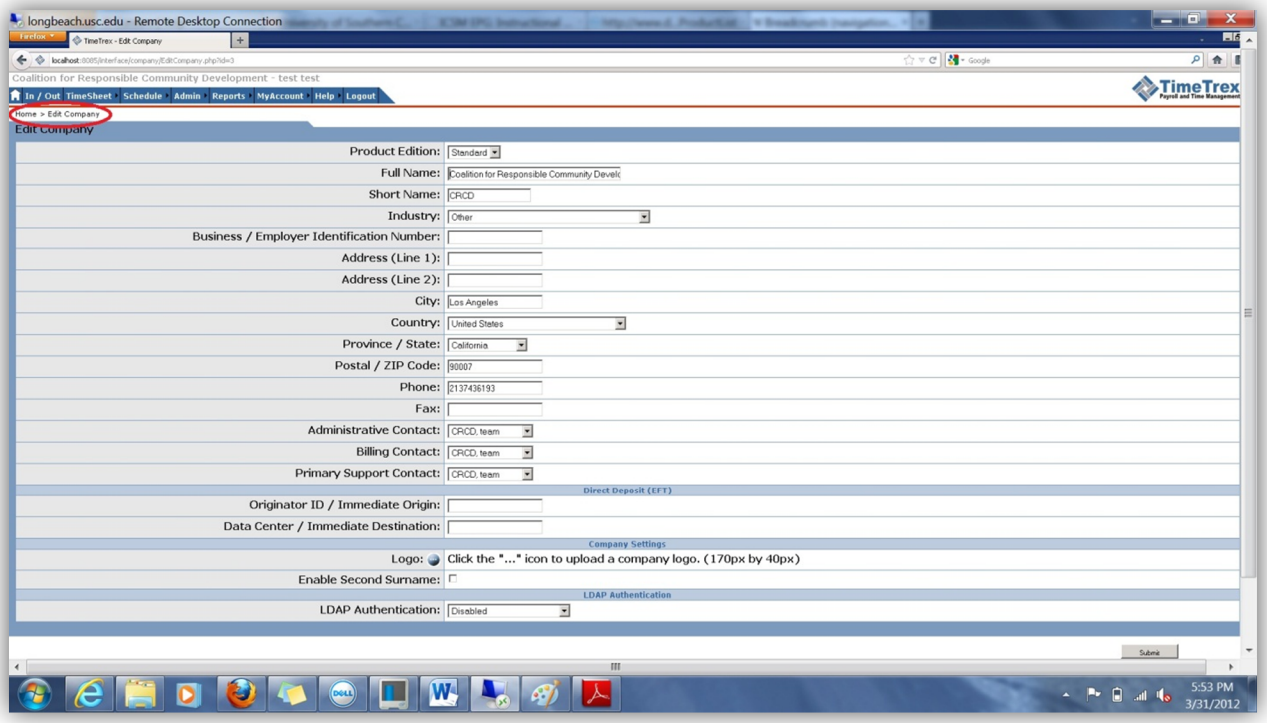
longbeach.usc.edu - Remote Desktop Connection
Coalition for Responsible Community Development - test test
In / Out | TimeSheet | Schedule | Admin | Reports | MyAccount | Help | Logout
TimeTrex
Home > Edit Company
Edit Company
Product Edition: Standard
Full Name: Coalition for Responsible Community Develc
Short Name: CRCD
Industry: Other
Business / Employer Identification Number:
Address (Line 1):
Address (Line 2):
City: Los Angeles
Country: United States
Province / State: California
Postal / ZIP Code: 90007
Phone: 2137436193
Fax:
Administrative Contact: CRCD, team
Billing Contact: CRCD, team
Primary Support Contact: CRCD, team
Direct Deposit (EFT)
Originator ID / Immediate Origin:
Data Center / Immediate Destination:
Company Settings
Logo: Click the "..." icon to upload a company logo. (170px by 40px)
Enable Second Surname:
LDAP Authentication
LDAP Authentication: Disabled
Submit
5:53 PM
3/31/2012

Figure 4: Breadcrumb bar demonstration

The following Section 2.1.1, Section 2.1.2 will focus more on the working functionality of the system.

2.1.1 Creating a Pay Period

The following path should be followed in order to create a pay period for an employee:

Menu: Admin→Payroll→Pay Period Schedules

Pay period schedules are critical to the operation of TimeTrex. They determine when pay periods start, end, and the date when employees are paid (transaction date). Most companies have a single pay period schedule, however there is no limit to the amount of pay period schedules that you can have configured.

It is important to note that pay period schedules are constantly repeating themselves, similar to recurring schedules for employees. Therefore when adding a new pay period schedule, all you need to do is describe one or two full pay period start/transaction dates, TimeTrex will then automatically determine the pattern and repeat it in to the future indefinitely.

Another important factor is that in most cases you should have AT LEAST one day between the end of the pay period, and the transaction date if you pay by check, and at least two business days if you pay by direct deposit. This is to give supervisors and employees enough time to submit requests and complete any outstanding authorizations before payment is finalized.

Press the “Add” button encircled in red color as shown in Figure(6) below in order to add an employee:

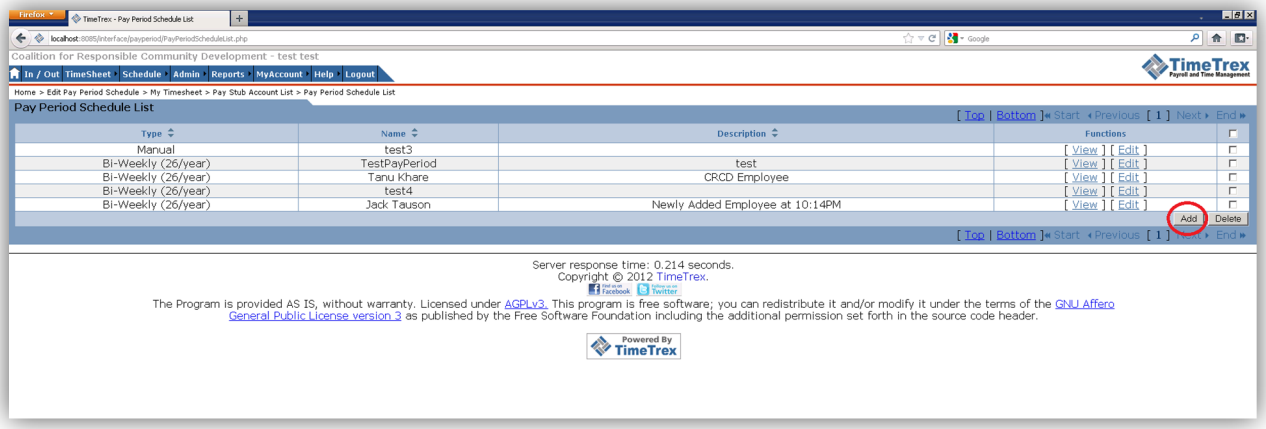
Coalition for Responsible Community Development - test test
In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout
Pay Period Schedule List
Type Name Description Functions
Manual test3
Bi-Weekly (26/year) TestPayPeriod test
Bi-Weekly (26/year) Tanu Khare CRCD Employee
Bi-Weekly (26/year) test4
Bi-Weekly (26/year) Jack Tauson Newly Added Employee at 10:14PM
Add
Delete
Server response time: 0.214 seconds.
Copyright © 2012 TimeTrex.
Powered By TimeTrex

Figure (5): Pay Period Schedule List

The following Figure (7) can be seen after pressing “Add” button:

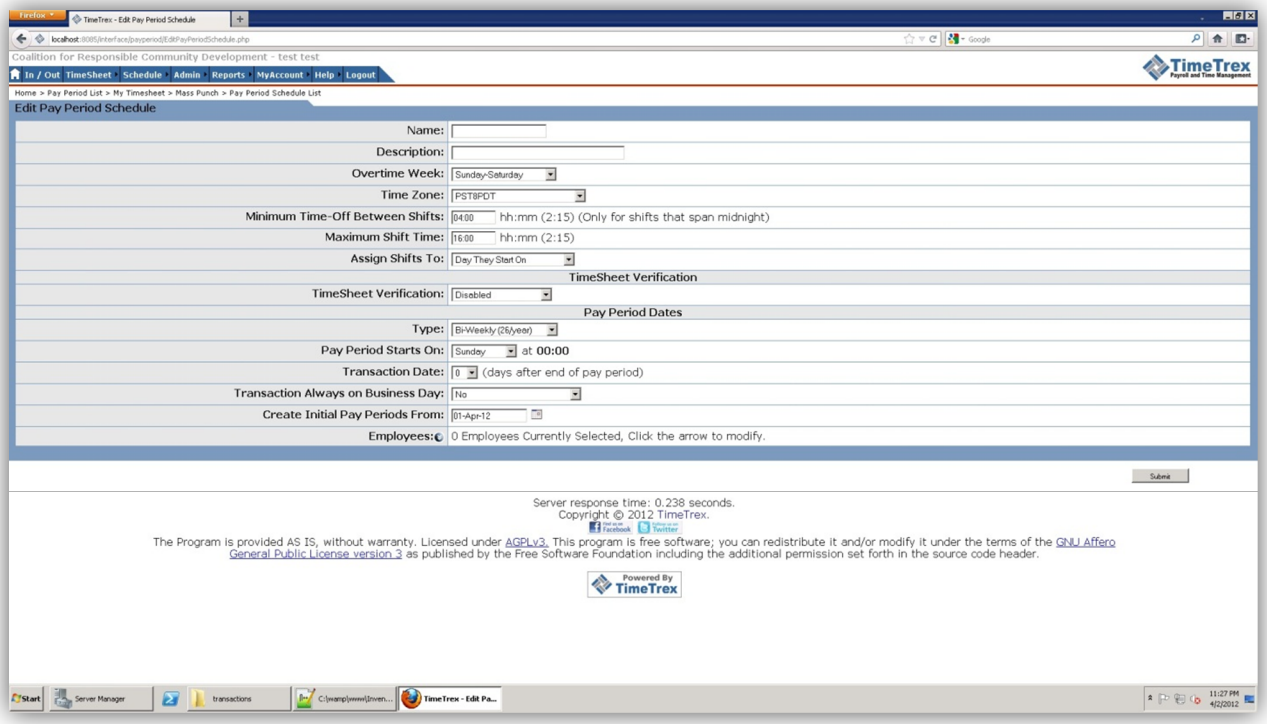
Coalition for Responsible Community Development - test test
In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout
Edit Pay Period Schedule
Name:
Description:
Overtime Week: Sunday-Saturday
Time Zone: PST8PDT
Minimum Time-Off Between Shifts: 04:00 hh:mm (2:15) (Only for shifts that span midnight)
Maximum Shift Time: 16:00 hh:mm (2:15)
Assign Shifts To: Day They Start On
TimeSheet Verification
TimeSheet Verification: Disabled
Pay Period Dates
Type: Bi-Weekly (26/year)
Pay Period Starts On: Sunday at 00:00
Transaction Date: 0 (days after end of pay period)
Transaction Always on Business Day: No
Create Initial Pay Periods From: 01-Apr-12
Employees: 0 Employees Currently Selected, Click the arrow to modify.
Submit
Server response time: 0.238 seconds.
Copyright © 2012 TimeTrex.
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Figure (6): Edit Pay Period Schedule

For example if you wanted to create a Bi-Weekly pay period schedule that starts on Monday and has a transaction date on Friday following the end of the pay period you would select the “Bi-Weekly" pay period “Type", then select “Pay Period Starts On" Monday and “Transaction Date" is 5 days after the end of the pay period.

If you want to create a Semi-Monthly pay period schedule, it is slightly different. For this pay period type you need to tell TimeTrex which day of the month the primary and secondary pay period starts on and which day the transaction occurs on for both. For example if the primary pay period starts on the 1st of every month, and the transaction date is the first of the FOLLOWING month, you would select “1" for the primary “Pay Period Start Day Of Month" as well as for the “Transaction Day Of Month". The transaction date is always the selected day of the month AFTER the pay period ends, so having them both set to 1 will cause the transaction date to be the 1st of the following month. The secondary “Pay Period Start Day Of Month" you would set to the 16th and the “Transaction Day Of Month" to the 15th. This is what the final pay period schedule will look like:

Start	End	Transaction
01-Nov-05	15-Nov-05	01-Dec-05
16-Nov-05	30-Nov-05	15-Dec-05

“Overtime Week" is the week used by overtime policies when calculating weekly overtime.

“Daily Start Time" specifies the hours from midnight that each day will start. So if your company is a 24-hour operation and your “day" starts at 6am, you would set this to 06:00.

“Continuous Time" defines the amount of time after midnight where punches may be considered to be part of the previous day. For example, if an employee punches in at 11pm, out again at 3am for lunch, in at 4am, and out for the day at 7am, assuming the continuous time is set to 8 hours, TimeTrex will consider all of these punches to be on the same day as the 11pm punch. Because they all fall within 8 hours of midnight and the last punch of the previous day was also within 8 hours of the In punches. If the continuous time was set to 3 hours, TimeTrex would split up the shift on to two days. This can greatly affect how overtime policies are calculated.

“Transaction Always on Business Day" ensures that the transaction date is always on a business day. If the transaction date happens to fall on a weekend or a holiday TimeTrex will automatically move the transaction date back (earlier) until it falls on a regular business day.

“Create Initial Pay Periods From" tells TimeTrex what date to start creating pay periods from when you first create the pay period schedule. This is useful if you want to import historical data in to TimeTrex.

Once the pay period schedule is created, you can click “View" beside it to see the dates for each pay period related to it.

2.1.2 Adding an Employee

Menu: Admin → Employee Administration

The following Figure (8) shows the navigation flow described above. For further clarifications on the above navigation flow, refer to the Steps defined after Figure (8).

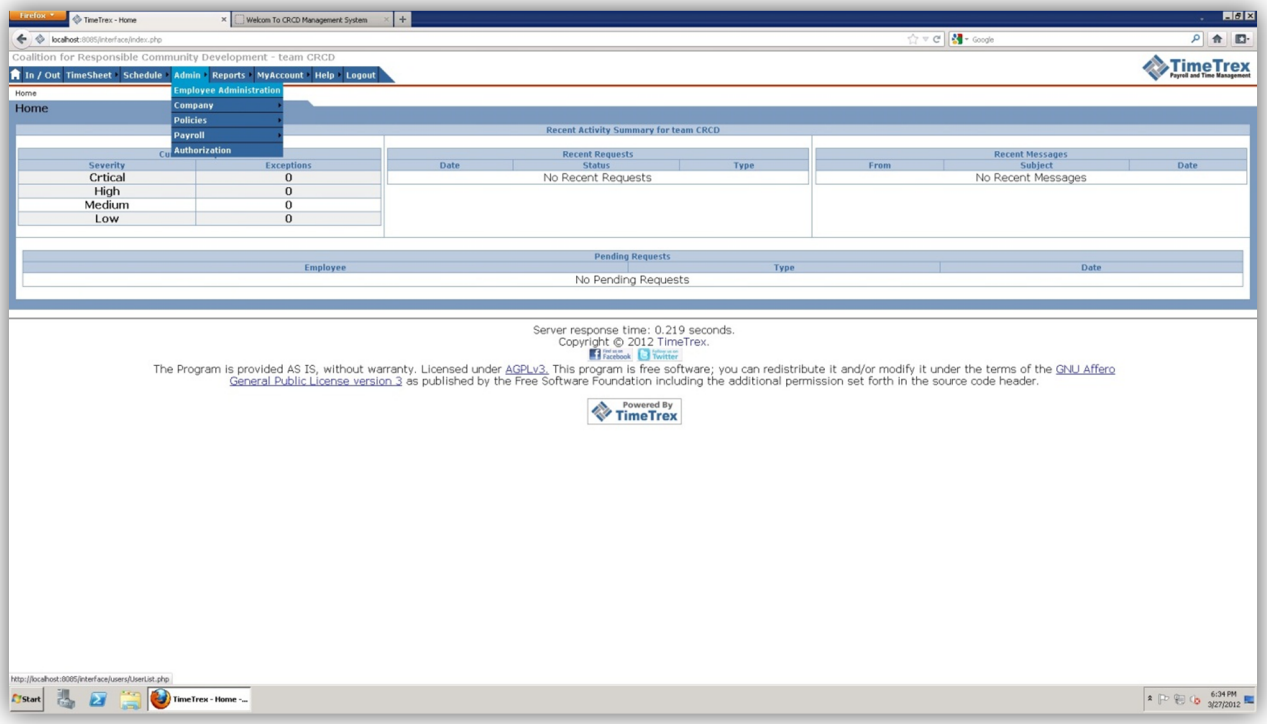

Figure 7: Main Menu Page

Step 1: Click on the “Admin” option and then on the “Employee Administration” option as shown in **Figure 7** above.

Step 2: Click on the “Add” button encircled with red color as shown in the screenshot(Figure 8) below.

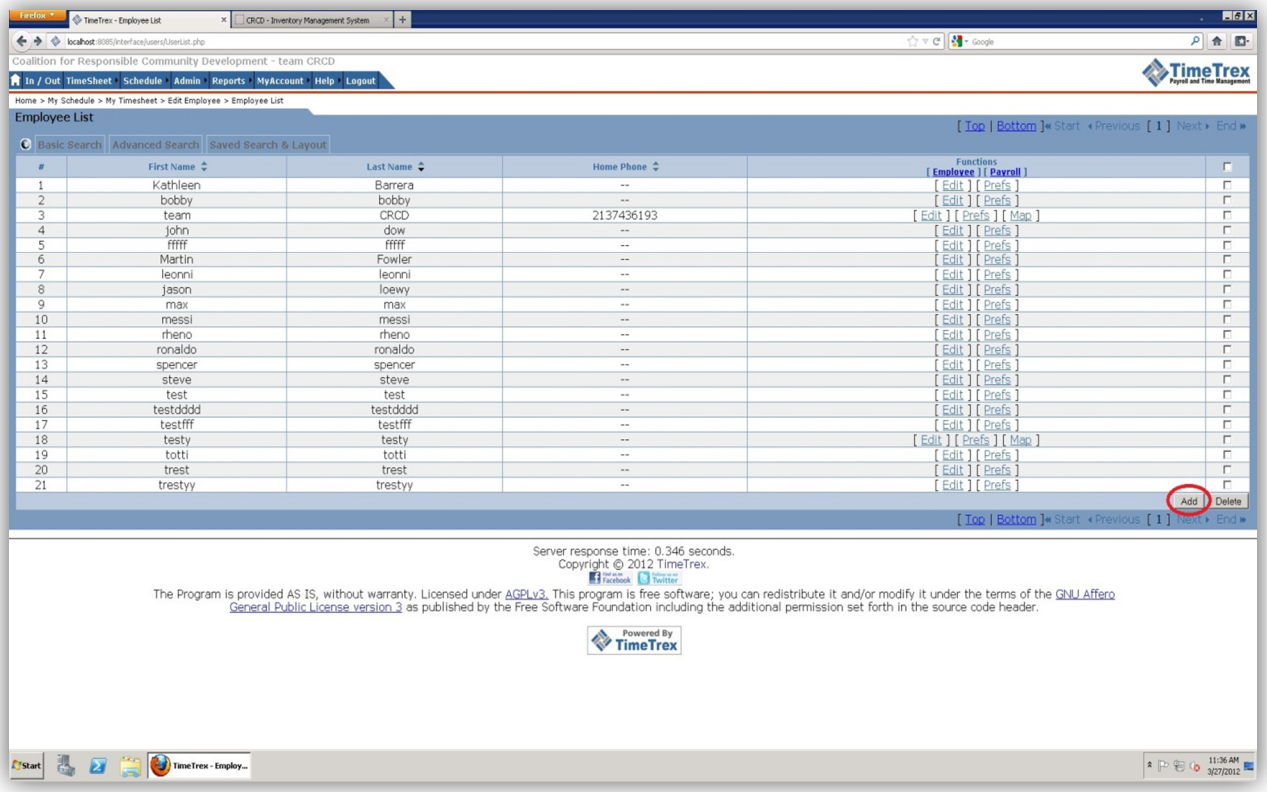
TimeTrex - Employee List
CRCD - Inventory Management System
Coalition for Responsible Community Development - team CRCD
In / Out | TimeSheet | Schedule | Admin | Reports | MyAccount | Help | Logout
Home > My Schedule > My Timesheet > Edit Employee > Employee List
Employee List
Basic Search | Advanced Search | Saved Search & Layout
[Top | Bottom] Start Previous [1] Next End
| First Name | Last Name | Home Phone | Functions [Employee] [Payroll]
1 Kathleen Barrera -- [Edit] [Prefs]
2 bobby bobby -- [Edit] [Prefs]
3 team CRCD 2137436193 [Edit] [Prefs] [Map]
4 john dow -- [Edit] [Prefs]
5 fffff fffff -- [Edit] [Prefs]
6 Martin Fowler -- [Edit] [Prefs]
7 leonni leonni -- [Edit] [Prefs]
8 jason loewy -- [Edit] [Prefs]
9 max max -- [Edit] [Prefs]
10 messi messi -- [Edit] [Prefs]
11 rheno rheno -- [Edit] [Prefs]
12 ronaldo ronaldo -- [Edit] [Prefs]
13 spencer spencer -- [Edit] [Prefs]
14 steve steve -- [Edit] [Prefs]
15 test test -- [Edit] [Prefs]
16 testdddd testdddd -- [Edit] [Prefs]
17 testfff testfff -- [Edit] [Prefs]
18 testy testy -- [Edit] [Prefs] [Map]
19 totti totti -- [Edit] [Prefs]
20 trest trest -- [Edit] [Prefs]
21 trestyy trestyy -- [Edit] [Prefs]
Add Delete
[Top | Bottom] Start Previous [1] Next End
Server response time: 0.346 seconds.
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Figure 8: Employee List

When adding employees for the first time, only a minimal amount of information is required, these fields are denoted with a red asterisk "*".

Step 3: The following page will appear after "Step 2".

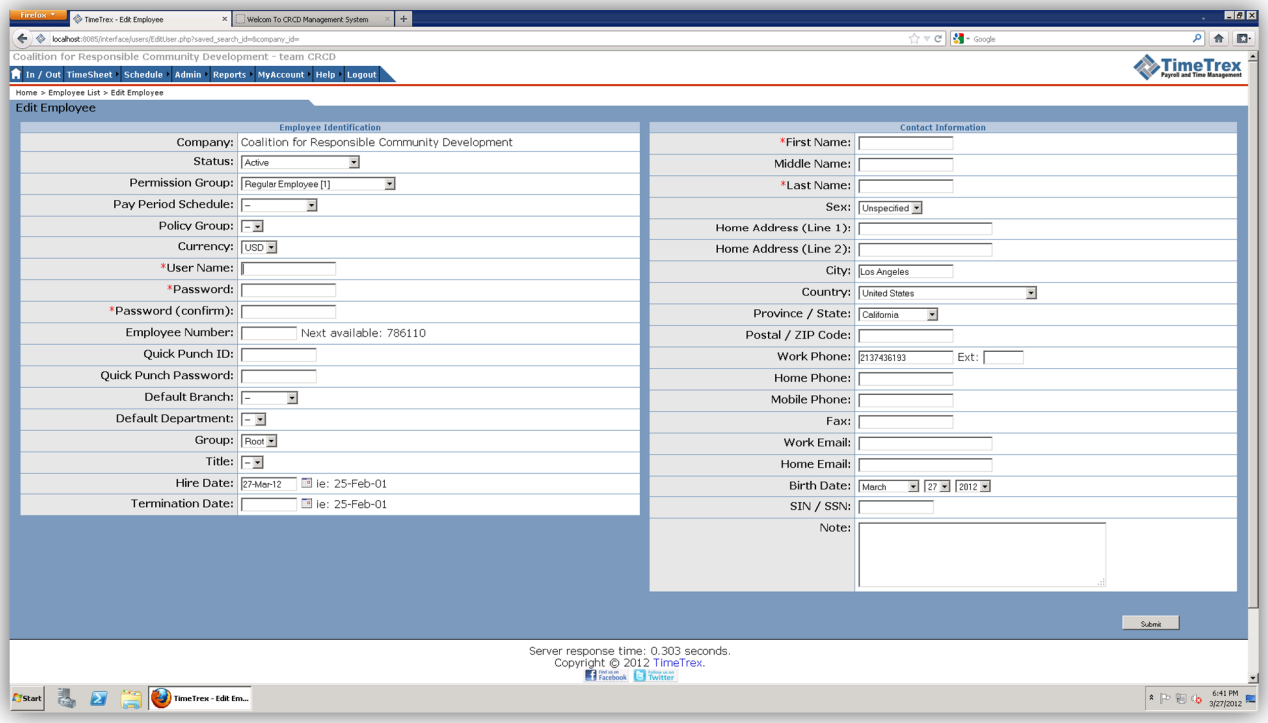

Figure 9:Employee Information Page

Once the employee logs in to TimeTrex for the first time, he or she will be required to fill out the remainder of the information before any other action can be carried out.

Sample Data:

For Example, the following data can be used in order to see the functionality of the above step or your own data :

S.No	*Field Name*	*Sample Data (Or use your own)*
1	Username	Peter
2	Password	core
3	Password(confirm)	core
4	Employee Number	Enter the next available value indicated next to the value field.
5	First Name	Peter
6	Last Name	Lewis

Click on **"Submit"** button located on the bottom right of your screen once you are done. In order to see the new Employee added into the Employee List, please click on the "**Admin"** option at the top, and then "**Employee Administration" (As** shown in Figure 8 above). A newly added employee can be seen in the "Figure 9" mentioned above.

2.1.3 Deleting an Employee

For deleting an employee, similar steps should be followed up to certain point which were followed while "adding" an employee. The following navigation flow remains same as compared with Section 3.1.1:

Menu: Admin → Employee Administration

Refer to Figure (8) mentioned above which shows the navigation flow described
The following steps should be followed in order to delete an employee from the record.

Step1: Select the "Checkboxes" for each of the employees you want to delete the record.

Refer to Section 5.2 of Section 5:Appendix of the manual for more information about Checkboxes.

Step 2: Click on the "Delete" button encircled with red color as shown in Figure 11 below. A small window will pop up and will ask you for your confirmation before deleting the employee details. Click on "Yes" if you are sure that you want to delete the employee from the record or else click on "No".

If you have clicked on "Yes" button the updated page will appear automatically as soon as the "Yes" button has been clicked and then you can see the corresponding changes on the page.

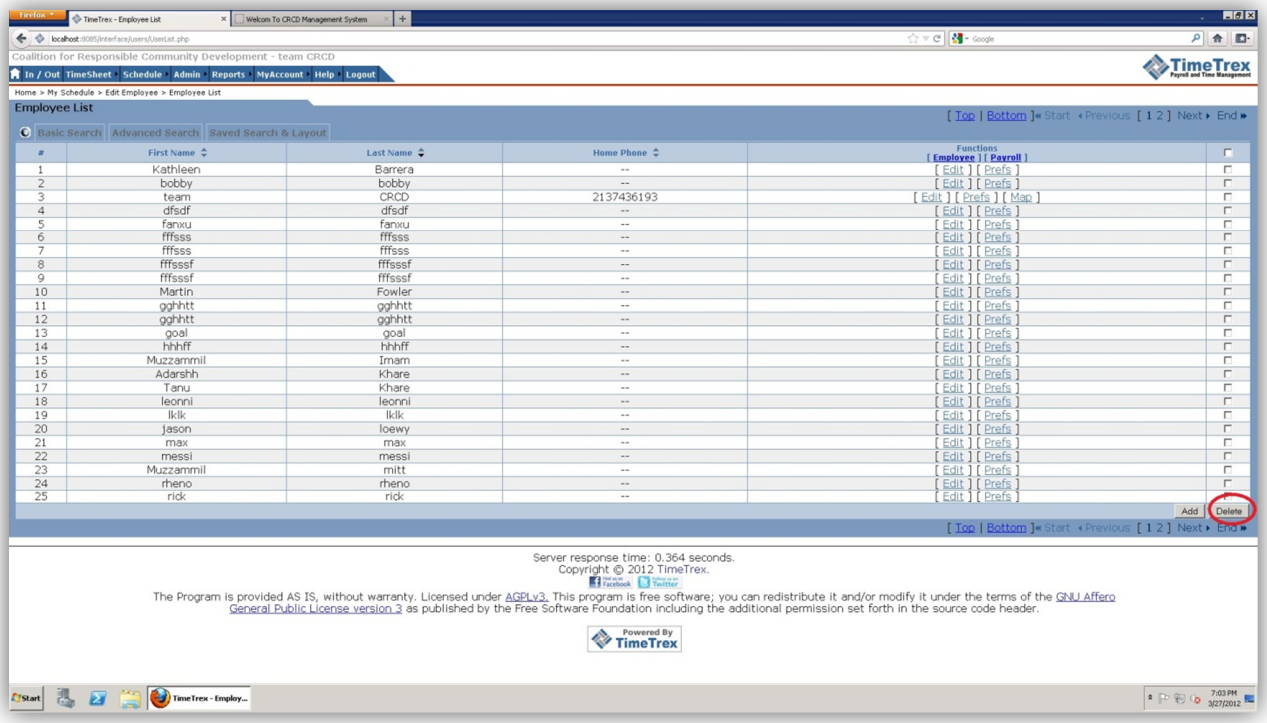
Coalition for Responsible Community Development - team CRCD
In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout
Home > My Schedule > Edit Employee > Employee List
Employee List
Basic Search Advanced Search Saved Search & Layout
[Top | Bottom] Start Previous [1 2] Next End
First Name Last Name Home Phone Functions [Employee] [Payroll]
1 Kathleen Barrera -- [Edit] [Prefs]
2 bobby bobby -- [Edit] [Prefs]
3 team CRCD 2137436193 [Edit] [Prefs] [Map]
4 dfsdf dfsdf -- [Edit] [Prefs]
5 fanxu fanxu -- [Edit] [Prefs]
6 fffsss fffsss -- [Edit] [Prefs]
7 fffsss fffsss -- [Edit] [Prefs]
8 fffsssf fffsssf -- [Edit] [Prefs]
9 fffsssf fffsssf -- [Edit] [Prefs]
10 Martin Fowler -- [Edit] [Prefs]
11 gghhtt gghhtt -- [Edit] [Prefs]
12 gghhtt gghhtt -- [Edit] [Prefs]
13 goal goal -- [Edit] [Prefs]
14 hhhff hhhff -- [Edit] [Prefs]
15 Muzzammil Imam -- [Edit] [Prefs]
16 Adarshh Khare -- [Edit] [Prefs]
17 Tanu Khare -- [Edit] [Prefs]
18 leonni leonni -- [Edit] [Prefs]
19 lklk lklk -- [Edit] [Prefs]
20 jason loewy -- [Edit] [Prefs]
21 max max -- [Edit] [Prefs]
22 messi messi -- [Edit] [Prefs]
23 Muzzammil mitt -- [Edit] [Prefs]
24 rheno rheno -- [Edit] [Prefs]
25 rick rick -- [Edit] [Prefs]
Add Delete
[Top | Bottom] Start Previous [1 2] Next End
Server response time: 0.364 seconds.
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Figure 10:Delete Button Demonstration

2.1.4: Punch-In/Punch-out Feature of Employees (Individual Punch-In/Punch-out)

This functionality of Time Trex provides an option for an employee to Punch-In/Punch-Out of the system depending on whether they are entering the company premises or vice-versa. Before proceeding, a pay period must exist for each employee for which Punch-In/Punch-Out (In/Out) feature of Time Trex is going to be used. The steps for creating a pay period are clearly explained in Section 2.1.1 of the manual. The following navigation flow and the steps mentioned below it are required to be followed:

Menu: In / Out

Step 1: The sign-in and sign-out option can be accessed using the "**In/Out"** option, as shown in the Figure(12) below:

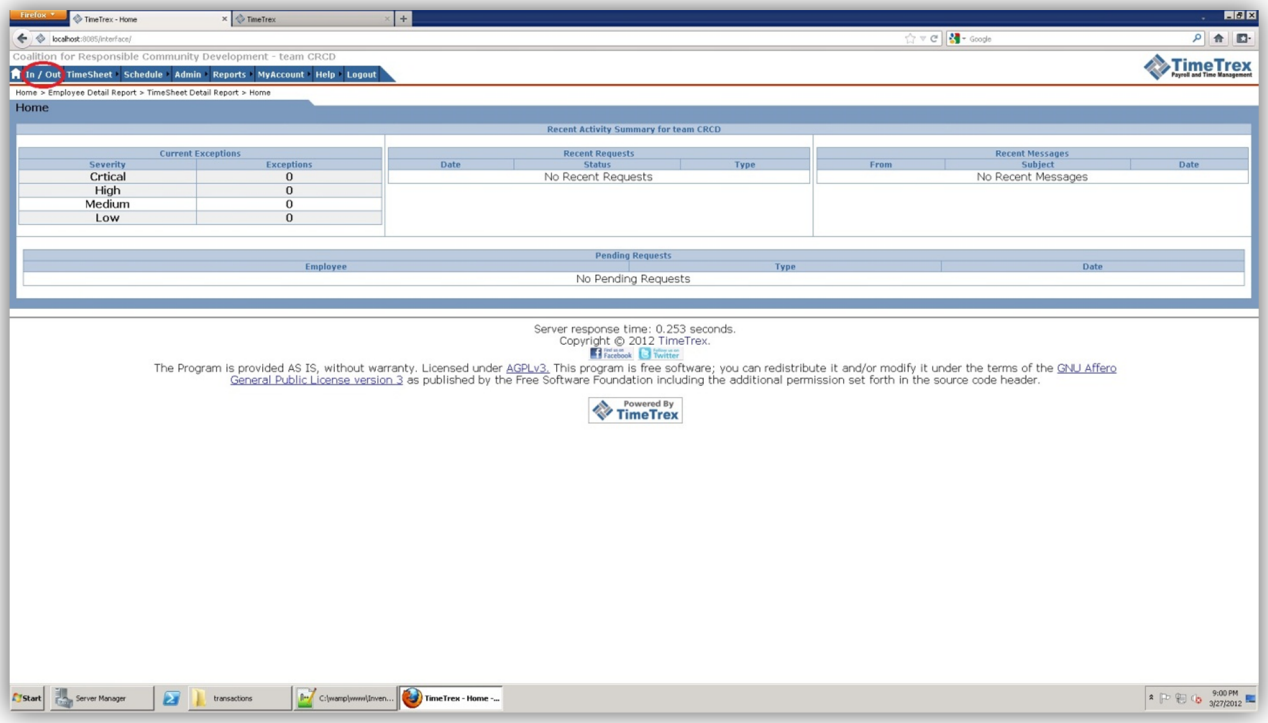

Figure 11:Main Menu Page

The following window will appear once, “In/Out” option has been clicked:

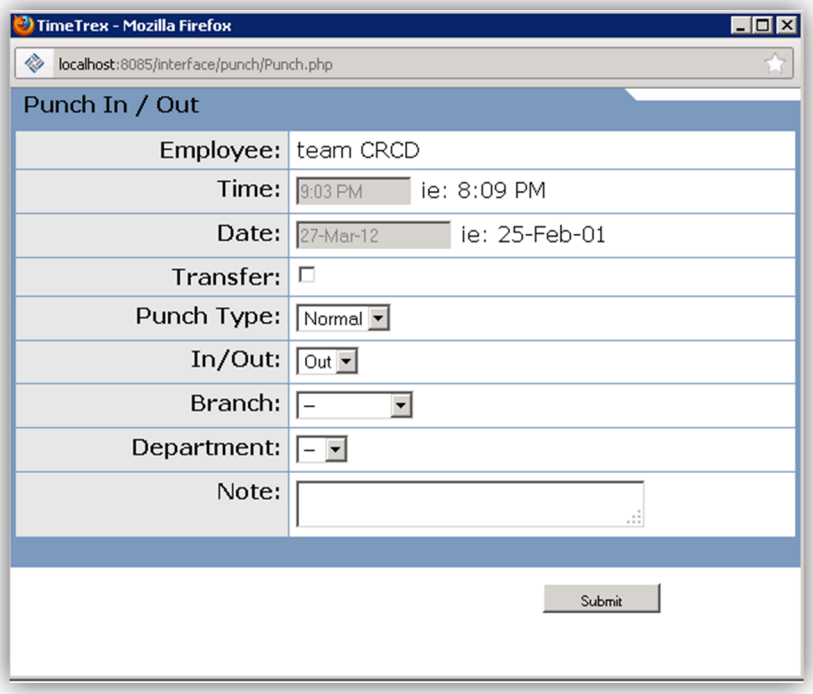

Figure 12:Punch In/Out Window

The "**Punch Type"** options like, *Normal, Lunch, Break* can be selected by the user and similarly "**In/Out"** option can be selected like *In or Out* depending upon whether employee is entering the premises of office or leaving from the office. Finally, the submit button can be pressed to store the information.

2.1.5: Punch-In/Punch-out Feature of Employees (Mass Punching- In/Punching-out)

This section will explain how multiple employees can be selected and punched In and Out depending upon whether employees were entering the premises or vice-versa. The following navigation flow and the steps mentioned below it are required to be followed:

Menu: Timesheet→Mass Punch

The following Figure (14) shows following two sections:

1) ***Unselected Employees :*** This section is encircled with red color as shown in Figure (14) below. A list of unselected employees can be seen which can be selected all or one at a time.

2) ***Selected Employees:*** This section is encircled with green color and will show all the employees selected from the Unselected section. This section is blank since none of the employees have been selected from the Unselected section.

The following steps below the figure explains how to select multiple employees and how to submit their information using the submit button. Just like Section 2.1.3, before proceeding, a pay period must exist for each employee. The steps for creating a pay period are clearly explained in Section 2.1.1 of the manual.

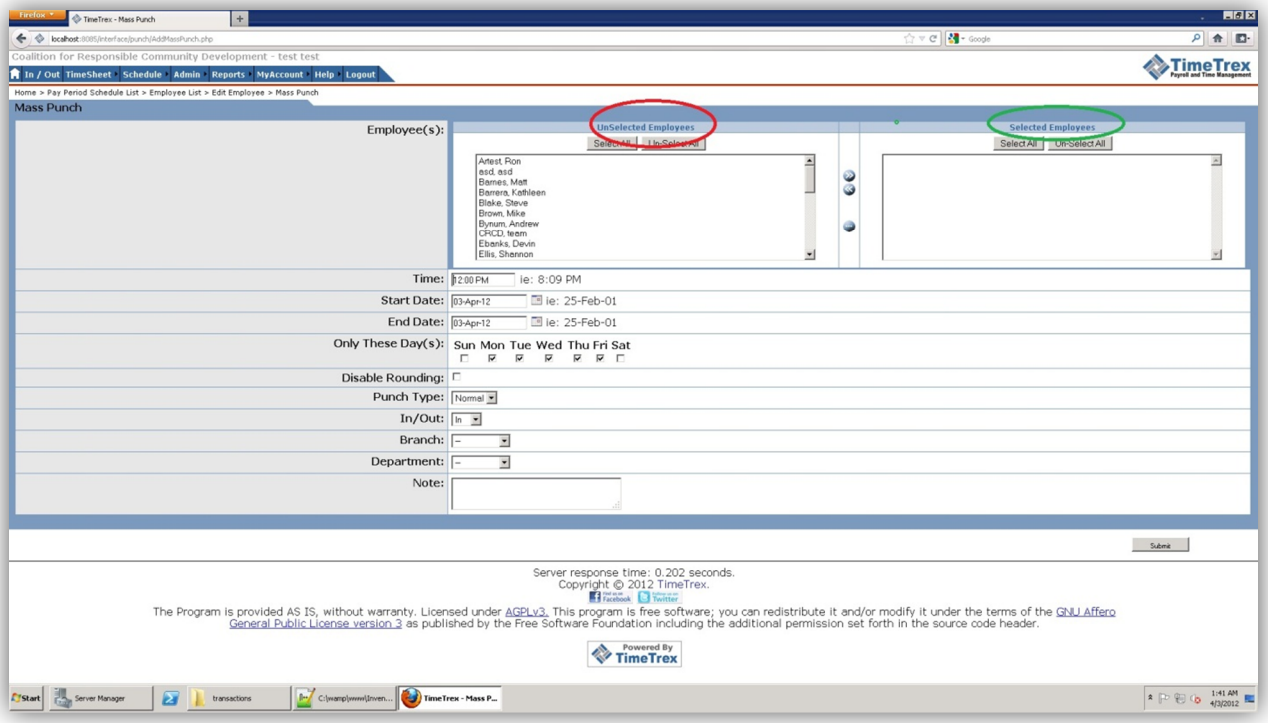

Figure 13:Mass Punch

Step1: All the employees listed can be selected by using one single button “Select All” encircled in red color in Figure(14) shown below. Please note that as soon as the button gets pressed, the section containing all the employees will turn into blue color as shown in figure below:

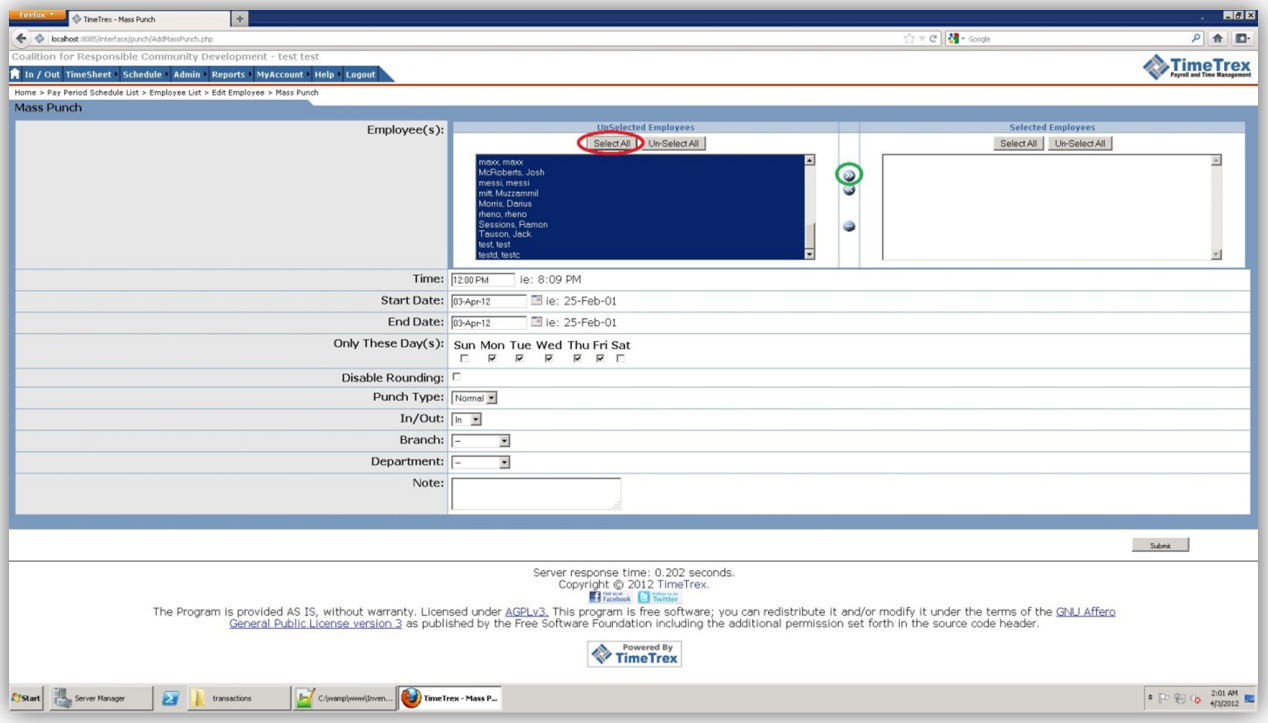
Coalition for Responsible Community Development - test test
In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout
Home > Pay Period Schedule List > Employee List > Edit Employee > Mass Punch
Mass Punch
Employee(s):
UnSelected Employees
Select All
Un-Select All
Selected Employees
Select All
Un-Select All
Time:
Start Date:
End Date:
Only These Day(s):
Sun Mon Tue Wed Thu Fri Sat
Disable Rounding:
Punch Type:
In/Out:
Branch:
Department:
Note:
Submit
Server response time: 0.202 seconds.
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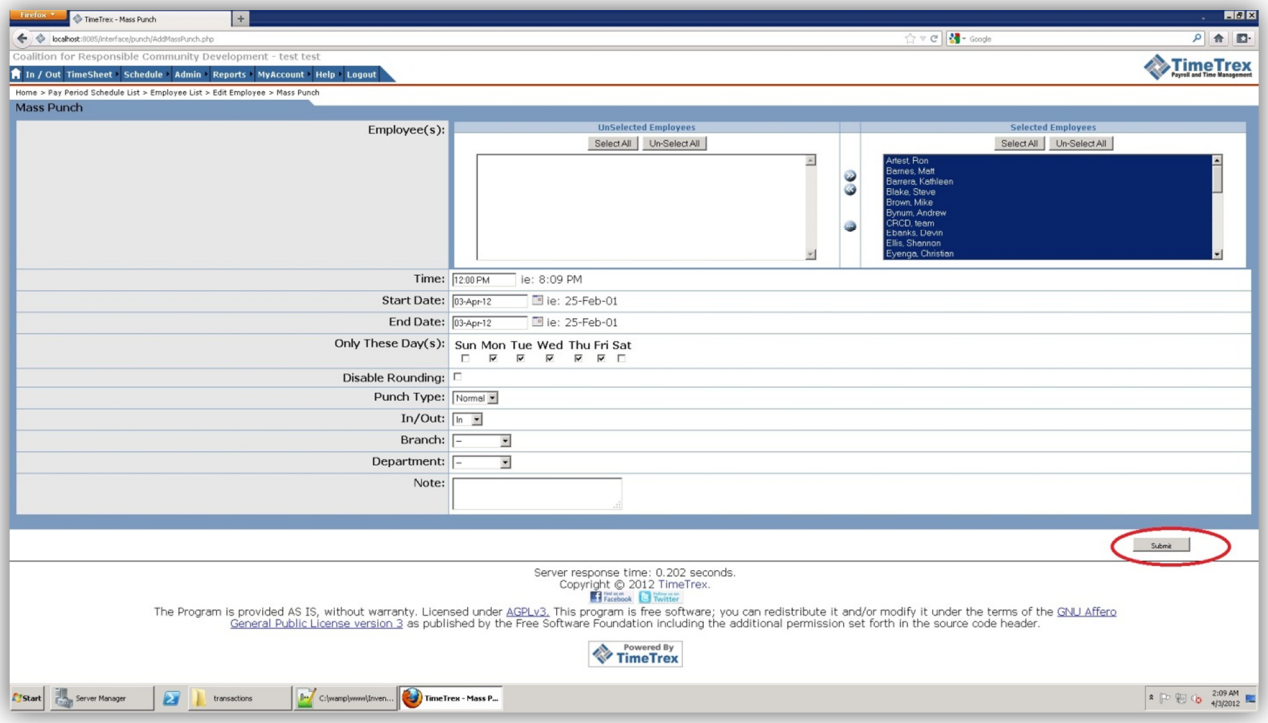
Figure 14: Mass Punch: Select All demonstration

After selecting all the employees, selected employees can be moved to the “Selected Employees” section by pressing forward arrow button “>>” which is shown in Figure (14) and encircled in green color. The result after pressing the forward button can be seen in the Figure (15) below where all the selected employees have been successfully moved to the “Selected Employee” section.


Coalition for Responsible Community Development - test test
In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout
TimeTrex
Home > Pay Period Schedule List > Employee List > Edit Employee > Mass Punch
Mass Punch
Employee(s):
UnSelected Employees
Select All Un-Select All
Selected Employees
Select All Un-Select All
Artest, Ron
Barnes, Matt
Barnes, Kathleen
Blake, Steve
Brown, Mike
Bynum, Andrew
CPCD, team
Ebanks, Devin
Ellis, Shannon
Eyenga, Christian
Time: 12:00 PM ie: 8:09 PM
Start Date: 03-Apr-12 ie: 25-Feb-01
End Date: 03-Apr-12 ie: 25-Feb-01
Only These Day(s): Sun Mon Tue Wed Thu Fri Sat
Disable Rounding:
Punch Type: Normal
In/Out: In
Branch:
Department:
Note:
Submit
Server response time: 0.202 seconds.
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Powered By TimeTrex

Figure 15:Submitting Mass Punch Information

Step 2: As clear from the above figure, all the selected employees are on the "Selected Employees" section now. The "**Time"** of the process can be entered in the space provided and in the format mentioned next to it. The "**Start Date"** and **"End Date"** be entered by using the calendar option present next to it and corresponding days can be selected by checking the checkboxes. The "**Punch Type"** options like, *Normal*, *Lunch*, *Break* can be selected by the user and similarly "**In/Out"** option can be selected like *In or Out* depending upon whether employee is coming to the office or leaving from the office. Finally, the "Submit" button encircled in red color can be pressed in order to store the information.

2.1.6: Generating Reports

The following navigation flow must be followed:

Menu: Reports →Payroll Export

The following Steps 1 & 2 explains the above mentioned navigation flow in detail.

Step 1: Click on the "Reports" option. The following options can be seen which is shown in the *Figure 16* mentioned below:

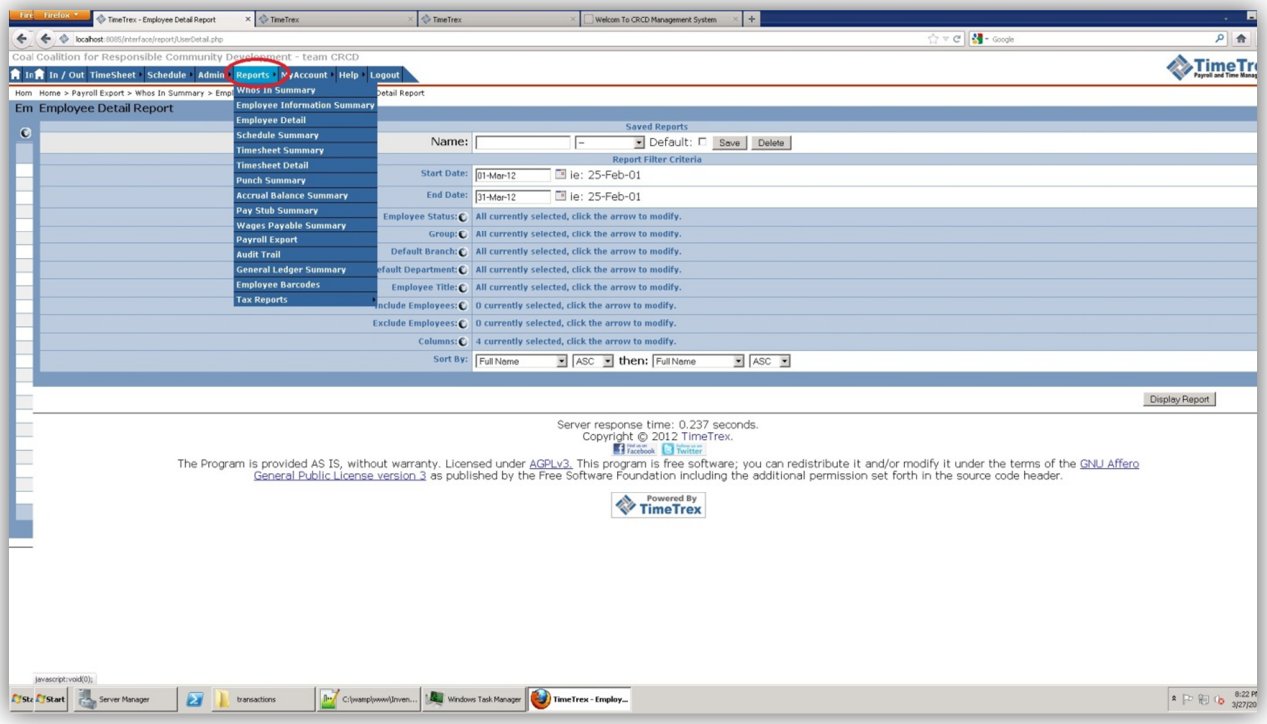


Figure 16: Report Generation Part 1

Step 2: Click on "**Payroll Export "option**. The following page can be seen:

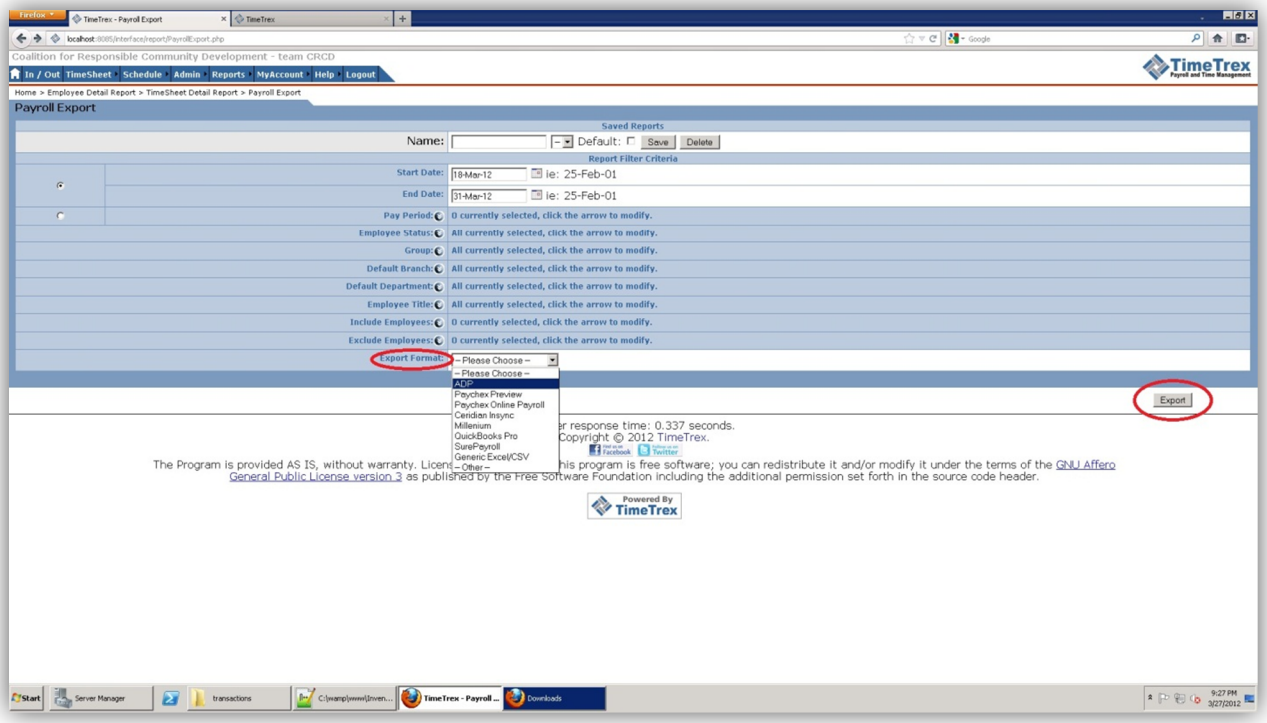


Figure 17:Report Generation Part 2

Step 3:As clear from Figure 17, lot of options can be seen like Name, Start Date, End Date, the Pay Period option can be used where all employees can be selected using the Select All button encircled in green color below and then they can be transferred to the "Selected Pay Period" section using the forward arrow button denoted by ">>" and encircled in red color. The following Figure (18) clarifies the above mentioned steps.

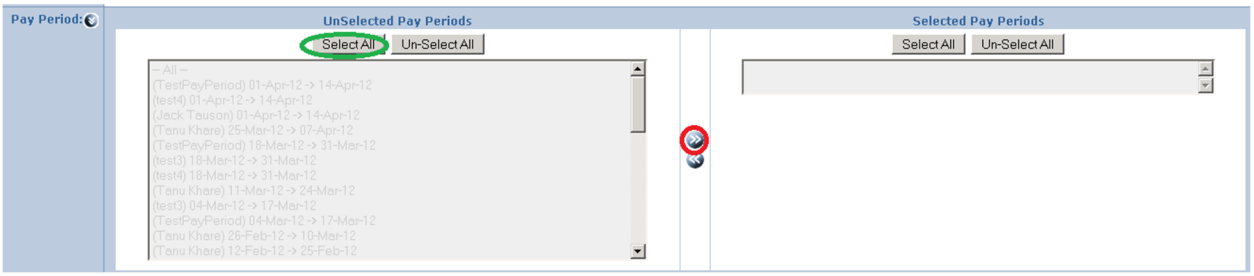


Figure 18 Transferring Selected Employees

Step 4: Similarly, Employee status and Group options can be used using the down arrows shown in green color in Figure (19) and then depending upon the user, all employees can be selected using the "Select All" button encircled in blue color and then can be transferred to "Selected Employee Statuses" of "Selected Groups" section using the forward arrow button encircled in red color in Figure 20.

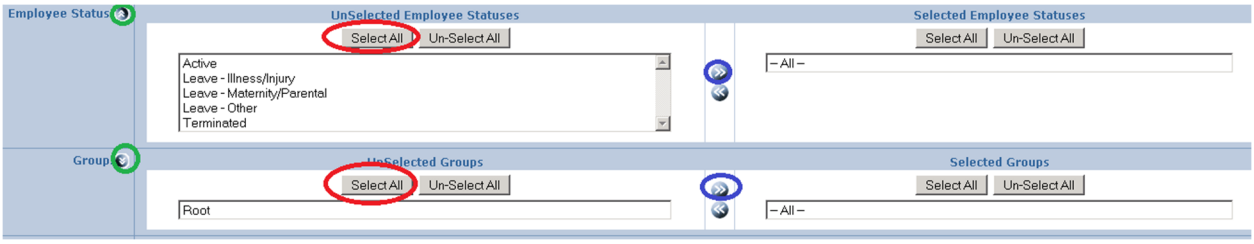


Figure 19:Dealing with other options

Similarly other options like Default Branch, Default Department, Employee Title etc can be explored according to the steps mentioned in Step 4 above.

Step 5: Click on the "**Export Format"(** encircled in red color in the Figure 17 above) pop down menu and then select "**ADP"** as the option and then finally click on "**Export"** (Encircled in Red in Figure 19 above) option in order to see the generated report.

Step6: Click on the "**Logout"** in order to come out of the system.

Section 3: Inventory Management System

3.1 Accessing Inventory Management System using "Administrator Account "

This section will explain how to use Inventory Management system when an end user is going to perform Administrative tasks. The following two cases could possibly exist depending upon the way user wants to use the system.

CASE 1:

If a user has been using Timetrex system so far and trying to switch to Inventory Management System, Logout of the Timetrex system. You will be able to see *Figure (1)* mentioned in Section 2 of User Manual and then perform the below mentioned step:

Enter the following login credentials in order to access the **Administrator Account**:

Username :	**admin1**
Password :	**team11**

CASE 2:

If a user wants to use Inventory Management System right from the start then he/she needs to select "Inventory Management System " as an option from ***Figure (2)*** to see the proper functionality of the system.

If Inventory Management System has been selected, then the following page will appear:

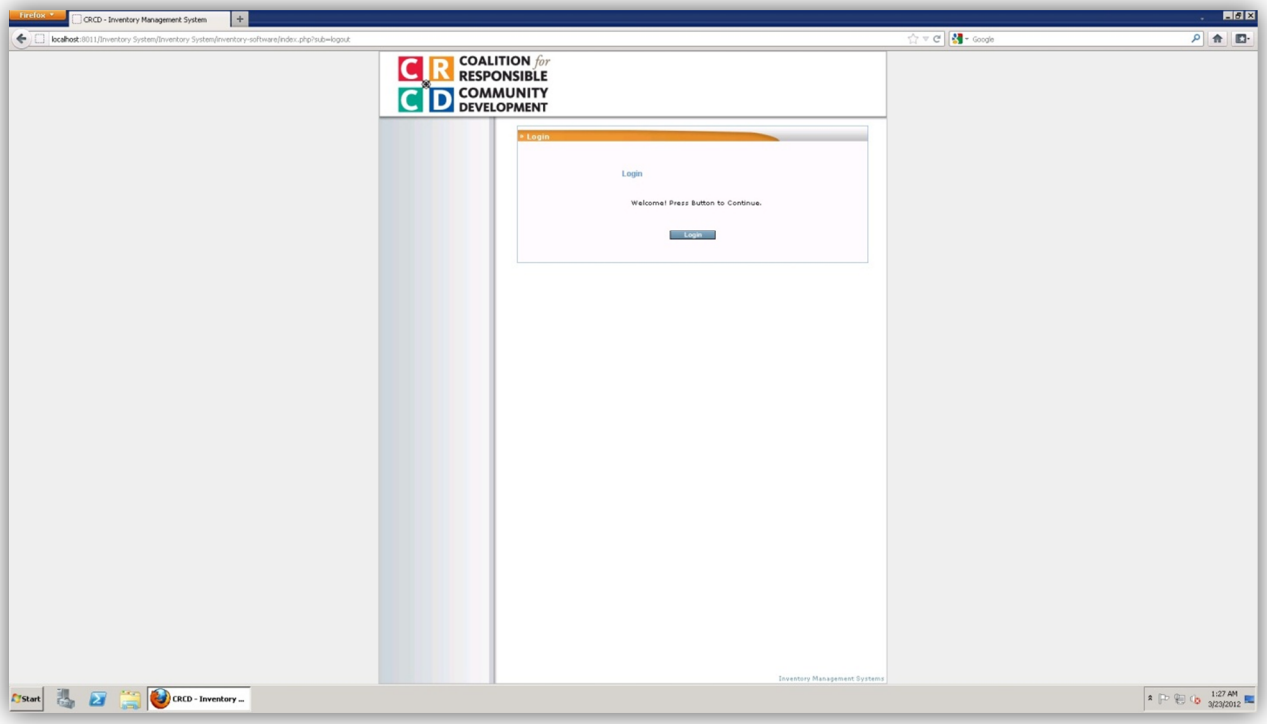


Figure 20: Login Screen for Inventory Management

Step 1: Click on the Login button to continue

Step 2: The following page appears after completing Step 1:

Figure 21: Contents Page

As clear from the above screenshot, the user will be on the home page where the following options are available for him to use:

1) Products
2) Inventory Admins
3) Generate Reports
4) Logout

3.1.1 Adding Products

When, Products option is selected, the user can enter the product related details:

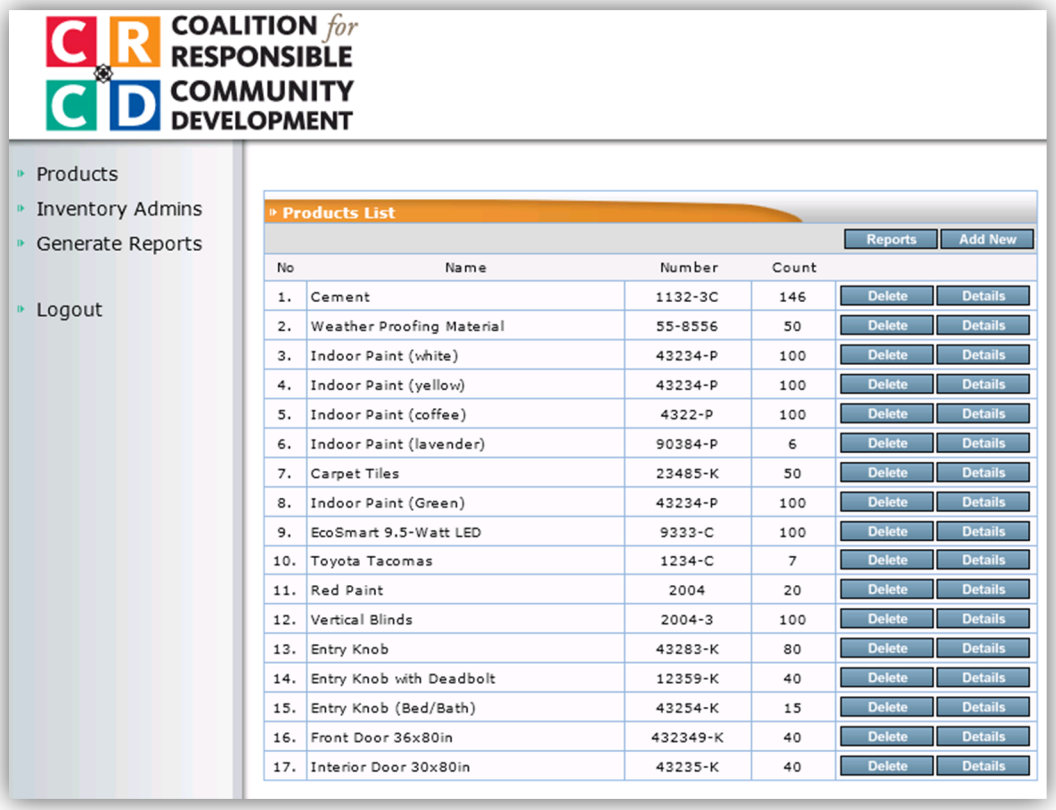

COALITION for RESPONSIBLE COMMUNITY DEVELOPMENT
Products
Inventory Admins
Generate Reports
Logout
Products List
Reports
Add New
No
Name
Number
Count
1. Cement 1132-3C 146 Delete Details
2. Weather Proofing Material 55-8556 50 Delete Details
3. Indoor Paint (white) 43234-P 100 Delete Details
4. Indoor Paint (yellow) 43234-P 100 Delete Details
5. Indoor Paint (coffee) 4322-P 100 Delete Details
6. Indoor Paint (lavender) 90384-P 6 Delete Details
7. Carpet Tiles 23485-K 50 Delete Details
8. Indoor Paint (Green) 43234-P 100 Delete Details
9. EcoSmart 9.5-Watt LED 9333-C 100 Delete Details
10. Toyota Tacomas 1234-C 7 Delete Details
11. Red Paint 2004 20 Delete Details
12. Vertical Blinds 2004-3 100 Delete Details
13. Entry Knob 43283-K 80 Delete Details
14. Entry Knob with Deadbolt 12359-K 40 Delete Details
15. Entry Knob (Bed/Bath) 43254-K 15 Delete Details
16. Front Door 36x80in 432349-K 40 Delete Details
17. Interior Door 30x80in 43235-K 40 Delete Details

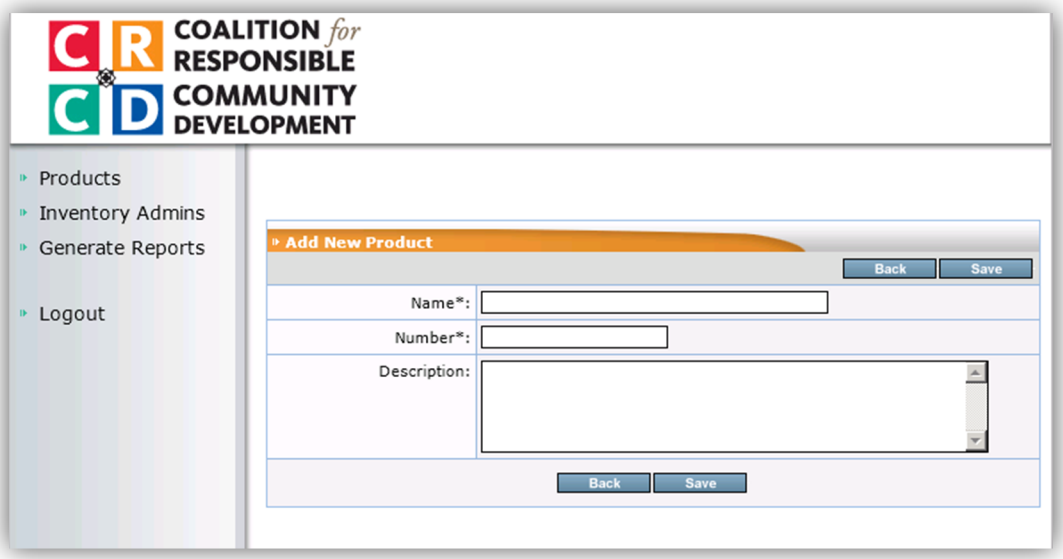
Figure 22: Product List

The following steps can be performed by the user:

Step 1: Add New Products

As user can click on the “Add New” button in order to enter new products where he can enter the name, number and description of the product where every product must have a name and number. This is clear from the following image:

Figure 23: Add New Product



3.1.2: Generate Reports

If a user wants to generate a report he can do so by selecting the “Generate Reports “ option which will direct the user to the following page:

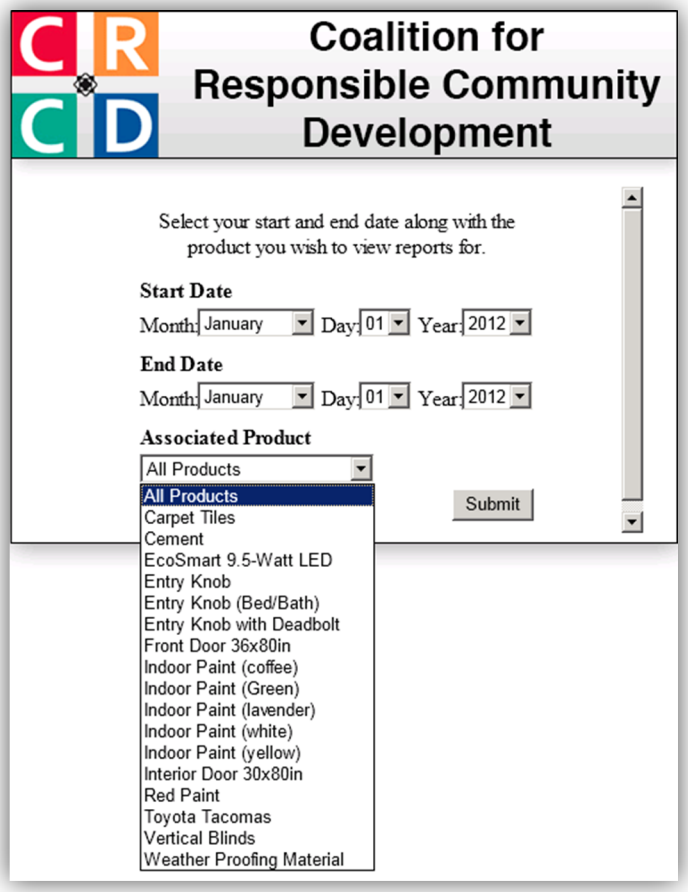


Figure 24: Report Generation

3.1.3: Product Details

The product details can be seen after clicking “Details” button which will display the following page:

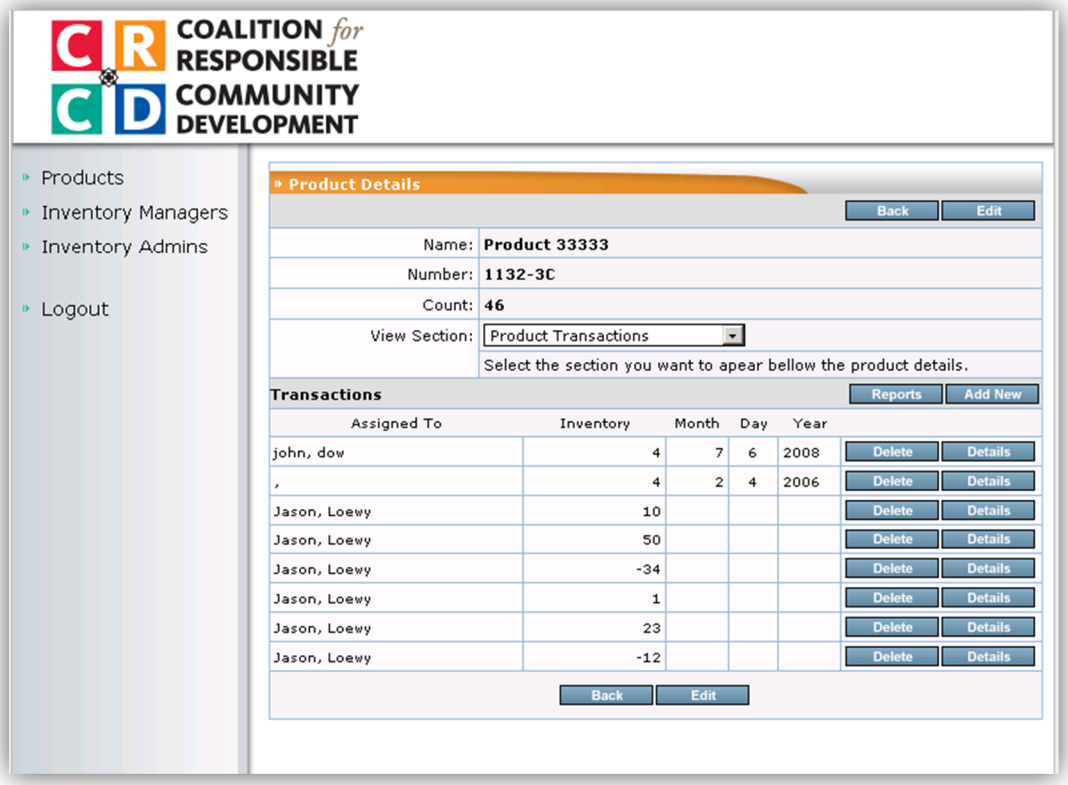


Figure 25: Product Details

As clear from the above figure, details like name, number, count and the section user want to select and see are available for the user.

3.1.4 Delete a Record

A user can delete a record by clicking the “Delete” button. As separate window will appear after clicking the “Delete” button for the first time confirming with the user whether he really wants to delete the record or not. If the button has been clicked accidently, the user can click on the “No” button so that the record will not be deleted.

3.1.5 Inventory Admins

This option provides a list of all the administrators and their details can be seen after clicking on the “Details” button:

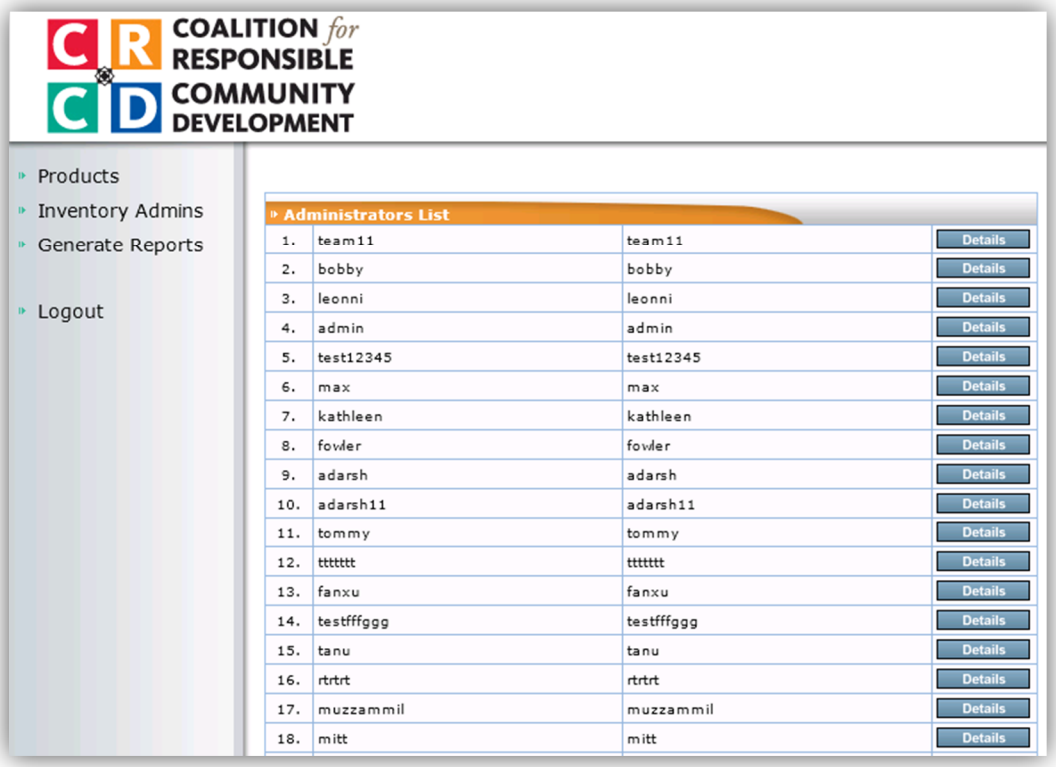


Figure 26: Administrators List

3.1.6 Logout

A user can Logout from the Inventory Management system by clicking “Logout” button where he will be directed to the initial login page.

3.2 Accessing Inventory Management System as an User:

This section will explain how to use Inventory Management system when an end user is going to perform ***Normal User*** tasks. The following two cases could possibly exist depending upon the way user wants to use the system.

CASE 1:

If a user has been using Timetrex system so far and trying to switch to Inventory Management System, please follow the *Step 6* of *Section 2.1.5* of the User Manual to Log out of the system. You will be able to see *Figure(1)* mentioned in Section 2 of User Manual and then perform the below mentioned step:

Enter the following login credentials in order to access the **Normal User Account**:

Username :	**team11**
Password :	**team11**

Please follow the Step 2 mentioned below after CASE 2 after above step.

CASE 2:

If a user wants to use Inventory Management System right from the start then he/she needs to select "Inventory Management System " as an option as shown in ***Figure (2)*** to see the proper functionality of the system.
Similar to Case 1 mentioned above, please follow the below mentioned steps for accessing the system from the normal user point of view.

Step 1: Enter the following login credentials in order to access the **Normal User Account**:

Username :	**team11**
Password :	**team11**

Step 2: Click on the Login button to proceed and select "Inventory Management system". The following page will appear:

Figure 28: Contents Page

As clear from the above figure , the following three options are available for a normal user:

1) Products
2) My Account
3) Logout

3.2.1 Product Details

Click on the “Product” option where the name, number, count, vendor, section required below the product details can be seen. The following screenshot depicts the above mentioned details:

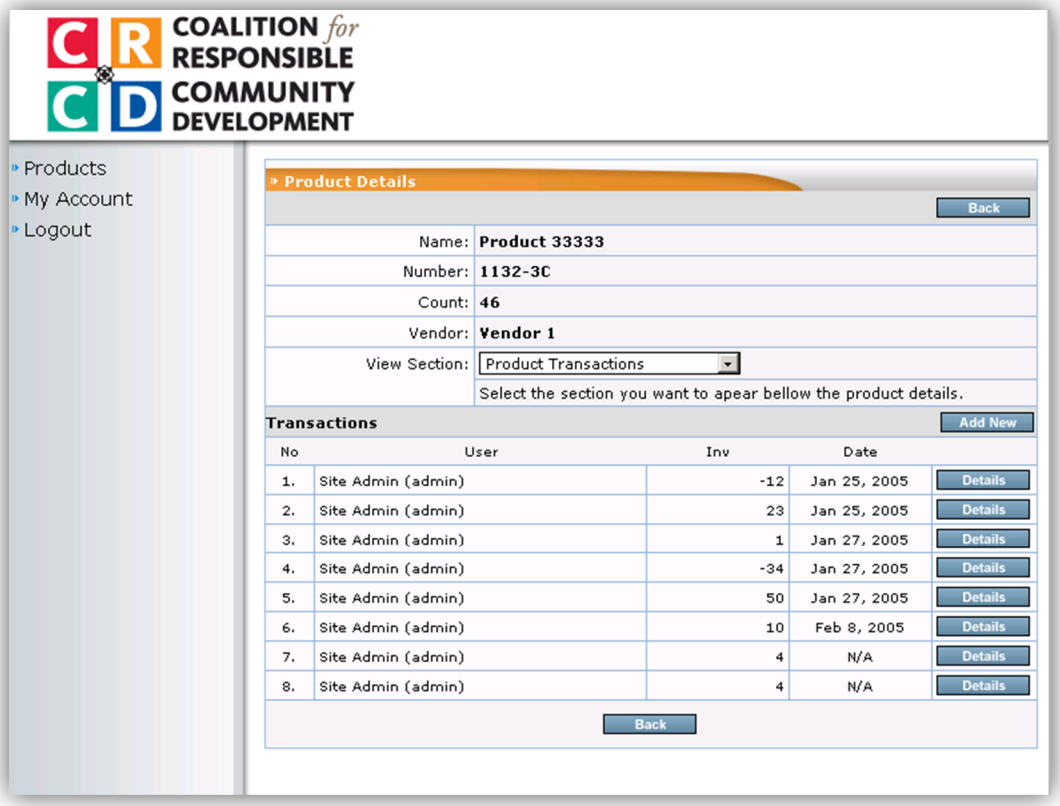

COALITION for RESPONSIBLE COMMUNITY DEVELOPMENT
Products
My Account
Logout
Product Details
Back
Name: Product 33333
Number: 1132-3C
Count: 46
Vendor: Vendor 1
View Section: Product Transactions
Select the section you want to apear bellow the product details.
Transactions
Add New
No User Inv Date
1. Site Admin (admin) -12 Jan 25, 2005 Details
2. Site Admin (admin) 23 Jan 25, 2005 Details
3. Site Admin (admin) 1 Jan 27, 2005 Details
4. Site Admin (admin) -34 Jan 27, 2005 Details
5. Site Admin (admin) 50 Jan 27, 2005 Details
6. Site Admin (admin) 10 Feb 8, 2005 Details
7. Site Admin (admin) 4 N/A Details
8. Site Admin (admin) 4 N/A Details
Back

Figure 28: Product Details

3.2.2 My Account:

A user can see his own account details by clicking on “My Account” option.

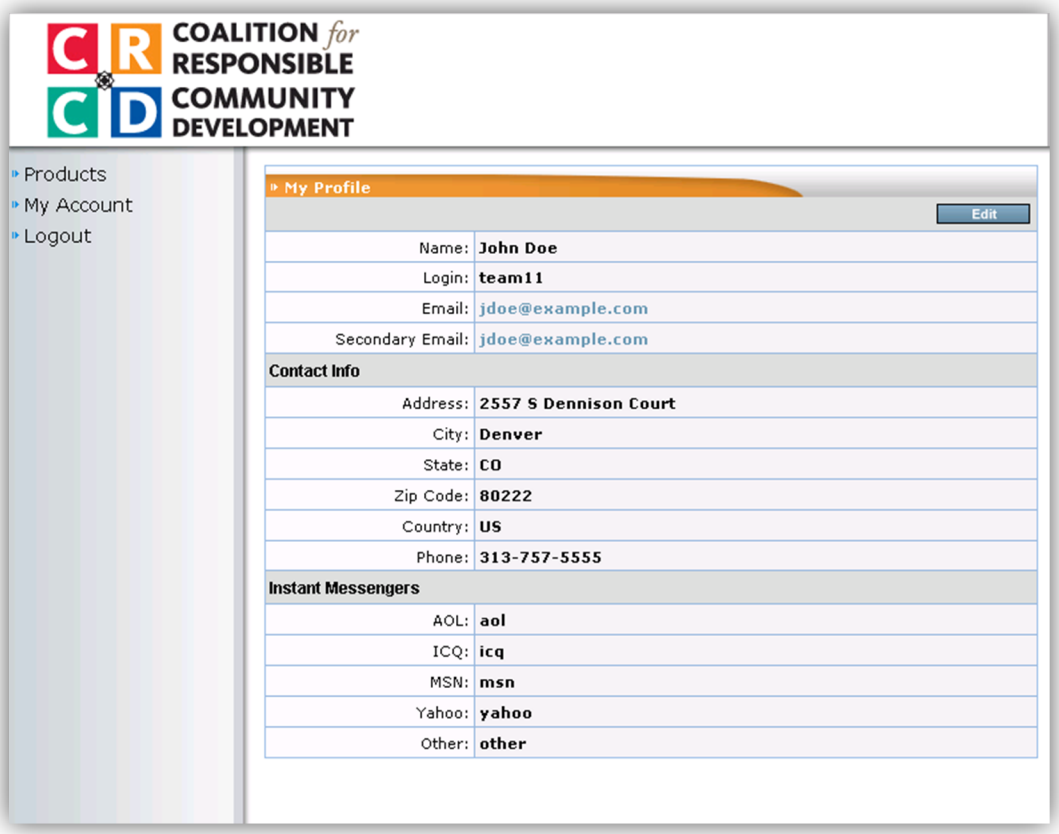


Figure 29:My Profile

3.2.3 Logout

A user can Logout from the Inventory Management system by clicking “Logout” button where he will be directed to the initial login page.

4Troubleshooting

4.1 Frequently Asked questions

Q1. What should I do if I don't remember my Username and Password?
Answer:
There is a default admin account available/mentioned in the user manual. So, if you don't remember your login credentials, you can use the default login and password and create a new account.

Q2: What is an Administrator Account?
Answer:
An Administrator Account is an account where an end user will be performing all the administrative tasks.

Q3. Do I need to have a pay period before adding a new Employee in Timetrex?
Answer:
Yes, Please follow the steps mentioned in the User Manual for creating a pay period for an employee.

4.2 Error Codes and Messages

Error Message : Incorrect Input! Date/Time is incorrect, or pay period does not exist for this date. Please create a pay period schedule if you have not done so already.

Solution: Please make sure to create a pay period before using the "Punch In/Punch Out" feature of the Time Trex as explained in Section 2.1.1 of the User Manual.

4.3Note

This is the final version of User Manual.

5. Appendix

Section 5.1 Adding an Administrator Account

The following path should be followed in order to create an administrator username and password:

Select Timetrex as your option from the Figure (2) and then click on continue to proceed. You should be on the main menu page. Follow the navigation flow mentioned below:

Menu: Admin→Employee Administration

Follow the Steps until Step 3 mentioned in Section 2.1.2 and you will be on the page which will look similar to Figure (10) mentioned in the User Manual. The only change required is to select "Administrator" as an option for the "Permission Group" drop down menu as shown in Figure (A) below. The rest of the steps are same as mentioned in "Section 2.1.2 Adding an employee" of the User Manual.

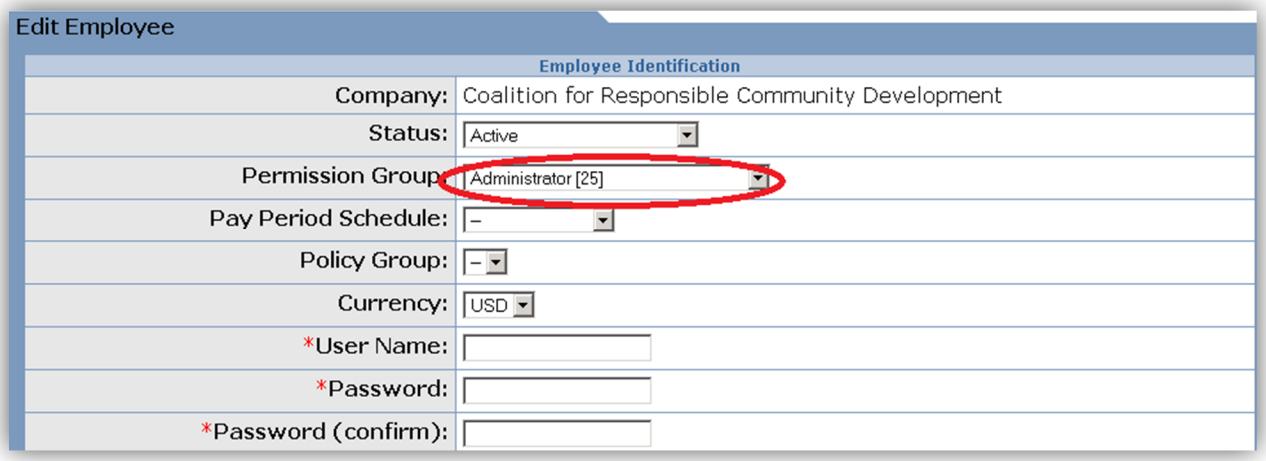
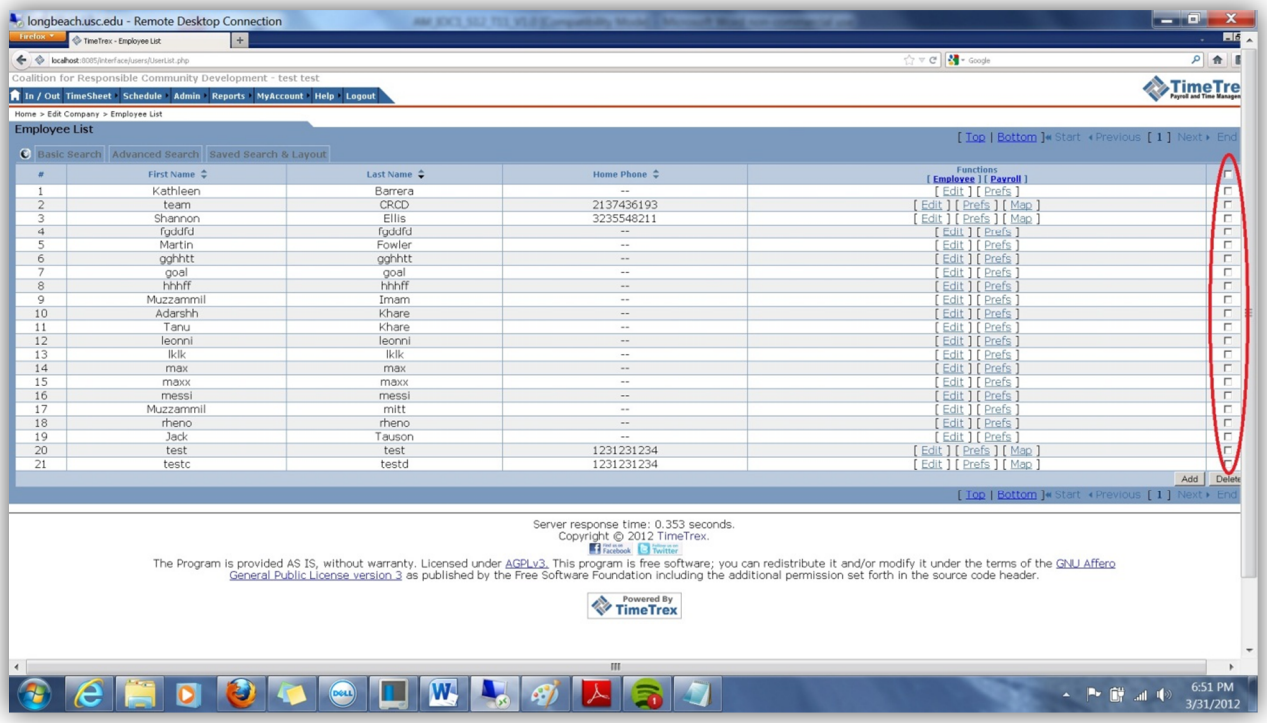


Figure (A): Administrator Account

Section 5.2 Pictorial representation of Checkboxes

The below mentioned screenshot shows check boxes which are encircled in red color. Based on the number of employees to be deleted, one can select those many number of check boxes.


longbeach.usc.edu - Remote Desktop Connection
Coalition for Responsible Community Development - test test
In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout
Home > Edit Company > Employee List
Employee List
Basic Search Advanced Search Saved Search & Layout
[Top | Bottom] Start Previous [1] Next End
First Name Last Name Home Phone Functions [Employee] [Payroll]
1 Kathleen Barrera -- [Edit] [Prefs]
2 team CRCD 2137436193 [Edit] [Prefs] [Map]
3 Shannon Ellis 3235548211 [Edit] [Prefs] [Map]
4 fgddfd fgddfd -- [Edit] [Prefs]
5 Martin Fowler -- [Edit] [Prefs]
6 gghhtt gghhtt -- [Edit] [Prefs]
7 goal goal -- [Edit] [Prefs]
8 hhhff hhhff -- [Edit] [Prefs]
9 Muzzammil Imam -- [Edit] [Prefs]
10 Adarshh Khare -- [Edit] [Prefs]
11 Tanu Khare -- [Edit] [Prefs]
12 leonni leonni -- [Edit] [Prefs]
13 lklk lklk -- [Edit] [Prefs]
14 max max -- [Edit] [Prefs]
15 maxx maxx -- [Edit] [Prefs]
16 messi messi -- [Edit] [Prefs]
17 Muzzammil mitt -- [Edit] [Prefs]
18 rheno rheno -- [Edit] [Prefs]
19 Jack Tauson -- [Edit] [Prefs]
20 test test 1231231234 [Edit] [Prefs] [Map]
21 testc testd 1231231234 [Edit] [Prefs] [Map]
Add Delete
Server response time: 0.353 seconds.
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3/31/2012

Figure (B): Checkboxes